

# MINUTES

**MEETING OF:** LIBRARY BOARD OF TRUSTEES  
**DATE OF MEETING:** Wednesday, March. 18, 2015  
**PLACE OF MEETING:** Dove Library Boardroom  
1775 Dove Lane, Carlsbad CA 92011

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Approved:  
4-15-2015 [Signature]

## CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:00 p.m.

## ROLL CALL:

Present: Trustees Bradley, Hulsart, Hinman, and Parsons  
Absent: Trustee Benson

Staff Present: Heather Pizzuto, Library & Cultural Arts Director  
Diane Bednarski, Deputy Library Director  
Suzanne Smithson, Deputy Library Director  
Glynn Birdwell, Principal Librarian  
Steve Didier, Senior Management Analyst  
Debbie Jo McCool, Associate Analyst  
Keith Gemmell, Library Programs & Venues Coordinator  
Devin Castel, Senior Business Systems Specialist  
Nancy Blake, Temporary Office Assistant

## APPROVAL OF MINUTES:

ACTION: The Board, by proper motion (Bradley/Parsons) approved the minutes of the Jan. 21, 2014 meeting.

## LIBRARY REPORTS:

- January 2015 – No Comments
- February 2015 – No Comments

## TECHNOLOGY UPDATES:

Senior Business Systems Specialist Devin Castel updated the board.

- **Quarterly Technology Report (Oct. to Dec. 2014).** Senior Business Systems Specialist Castel reviewed public internet activity and self-check use. This past quarter all traffic reflected a slight decline from previous quarters. There was an increase in sessions specifically at the early literacy stations located at the Learning Center due to the

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reconfiguration of the furniture layout which added interest and increased accessibility. Self-check statistics have increased with 60% of patrons now using the self-check stations.

- **RFID-** Bids have been received from several vendors. Select vendors were invited to demonstrate their products on Feb. 11-12. After reference checks with existing customers, the team recommended top vendors with which to pursue negotiations. The new RFID system will complement the redesign projects at both libraries bringing greater efficiency and streamlining processes. Staff is working to finalize the implementation timeline. Library & Cultural Arts Director Pizzuto stated that the goal is to merge this implementation with the redesign construction timeline. Staff expects the selected products to make it easier to fully utilize self-check services. Chair Hulsart asked about the old tags being compatible with the new. Deputy Library Director Bednarski reported that staff will most likely have to retag every item in the collection with tags that meet new international standards. Exact requirements will be based on vendor selection.
- **CENIC-** (High speed internet project). Senior Business Systems Specialist Castel shared that a letter of agreement was submitted to signal Carlsbad's interest in participating in the project. Staff has decided to target 2016 for implementation, after the library redesigns are completed. Participation in consortia delivery of broadband service is expected to result in a speed 10 times greater than the current internet connectivity. With the launch planned for 2016 Carlsbad will be in the second wave of implementation. This will offer the benefit of gaining knowledge from the first group of public libraries joining the CENIC consortium.

#### **PUBLIC ART PRESENTATION:**

Will be continued to date uncertain.

#### **CAPITAL IMPROVEMENT PROGRAM PROJECTS UPDATE:**

Senior Management Analyst Didier informed the Board that staff has submitted plans and specifications to the planning division for plan check. Staff is making minor corrections to update to new code standards and respond to questions. An agenda bill is being preparing to request City Council approval on April 7 of the plans and specifications and to issue an invitation for bids for the construction of the projects. The interiors subcommittee will meet one more session to work on final decisions on April 8. In addition, move planning activities have begun, such as working with the Friends of the Library on relocation of storage and online sales activities to the current mailroom at Dove, Cultural Arts staff relocation, and Cole Library staff workstation design. The design work for the Dove courtyard and west patio as well as design plans for signage and way finding will be completed in the coming months. Library & Cultural Arts Director Pizzuto will continue to ensure updates are being presented to City Council, Library Board of Trustees, Arts Commission and support organizations regarding the events

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surrounding the redesigns. An update will be provided on March 19 to the Friends of the Library, and in April to the Arts Commission. The Carlsbad Library and Art Foundation (CLAF) has already been updated this month. In response to a concern expressed about the relocation of Cultural Arts staff to the Dove Library, staff believes this change will produce increased visibility and better access to the services and staff while maintaining similar space allocations. Staff is working on improving way finding and signage at both facilities which will also enhance visibility of cultural arts activities.

Library & Cultural Arts Director Pizzuto will also be presenting to a Carlsbad Rotary Club organization next week about the project. Work also continues with the city's communications office on a comprehensive communication plan that will address impacts on the public including closures and re-openings. Senior Management Analyst Didier informed trustees on some key dates in the redesign construction plan.

Chair Hulsart shared a concern about people knowing about the renovation and library closures. Library & Cultural Arts Director Pizzuto responded that staff is awaiting approval from City Council on the plans before more specific information is shared. All trustees were invited to attend the City Council meeting on April 7, 2015 at 6:00 p.m. in the City Council Chambers at City Hall.

#### **DIRECTOR'S REPORT:**

Library & Cultural Arts Director Heather Pizzuto brought the Board up-to-date on the following items:

##### **Staffing/Recruiting Updates –**

- Gina Chesnutt was promoted to the Cole Children's Library Assistant position.
- Interviews for Bilingual Services Library Assistant have been scheduled.

##### **Employee Development –**

- "Go to Guides" have been updated to reflect new procedures on areas such as bomb threats, contacting the police, responding to weapons and working with unattended children.
- Library & Cultural Arts Director Pizzuto and Deputy Library Director Bednarski attended the USC Future of Libraries Institute in February.  
Library & Cultural Arts Director Pizzuto also attended the State Library Directors' Forum in Ontario. Both provided opportunities to exchange ideas on how libraries are changing to meet the needs and interests of their communities.

**Outreach –**

- In February a tour of Library & Cultural Arts facilities was conducted for all new Carlsbad Library & Arts Foundation trustees.

**FOUNDATION REPORT:**

Trustee Hulsart informed the Board that the Foundation met and finalized approval of the first disbursement from the Benson Family Trust. The Foundation is also planning a reception at a private home in conjunction with Carlsbad Reads Together author Diane Ackerman's visit on April 18.

**FRIENDS OF THE LIBRARY REPORT:**

Representative Hulsart stated the next Friends of the Library board meeting is March 19.

**NSDC GENEALOGICAL SOCIETY REPORT:**

Cindy Goodyer, a 27 year Carlsbad resident with 15 years of experience as a genealogist, is now serving as the NSDCGS representative. Ms. Goodyer shared recent and upcoming activities of the society.

**LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:**

Trustee Bradley commented on how interesting and what a success the Joyce Carroll Oats event was that was held on Feb. 27, 2015.

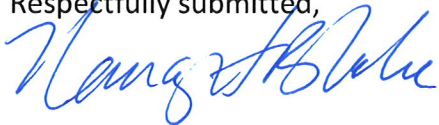
**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

By proper motion (Parson / Bradley) and vote the meeting was adjourned at 4:52 p.m.

Respectfully submitted,



Nancy Blake  
Temporary Office Assistant